

## **Criterion: IV**

### **4.2 Library as a Learning Resource**

#### **4.2.1 Library automation using Integrated Library Management System**

#### **Easylib 6.4a Cloud Version Manual**

# INDIAN ACADEMY

Degree College - Autonomous

Reaccredited by NAAC with 'A' Grade | Recognized by Govt. of Karnataka | Affiliated to Bengaluru North University | Recognized by UGC with 2(f) and 12(B) Status |  
Mentor Institution under UGC PARAMARSH Scheme | Recognized by DBT under STAR College Scheme |

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Indian Academy Degree College - Autonomous, Hennur Cross, Hennur Main Road, Bengaluru - 560 043, India.

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## INTRODUCTION

The library at Indian Academy Degree College -Autonomous is a knowledge centre, developed on modern lines as a prominent learning resource centre for the faculty and students. It offers vital support for teaching, learning and research activities of the college by disseminating knowledge and offering modern services to the academic fraternity

Library and Information centre - all house-keeping operations are automated using with Easy Lib Software since 2007, version 4.4.2 – in 2021 Library and Information Centre up graded in Easylib 6.4a Cloud Version- Library Automation has facilitated. Its Bringing more Innovations to library space -Extensive features of Easylib are Requisition, Acquisition, Cataloguing, Circulation, Members, Periodicals, Reports, OPAC, Web OPAC, Digital Library, In Out Management, Barcode Generation, RFID, Customizable Reports, Library Usage Analysis, Analytics, Recommendations etc. Living homepage has Interactive search, Explore, Announcements, Link to partner libraries, Featured books, Library timings, Accomplishments, Privacy Policies, Library team with ability to login on homepage and a Link to individual item search Display results by Extensive Filtering, Drilldown Features Ability to drill down book on search results and customize catalogue display Ability to make it exhaustive or as simple as. Easylib is a special software for your library due to the following features

- Feedback Management
- Student Communication I Management
- Barcode and Spine Label Printing
- ID card Printing
- Union Catalogue Connectivity
- It provides features many innovative features
- Speed Cataloguing
- Vendor Login
- Custom Reports
- Custom Statistics
- Speed Cataloguing
- Built in SMS and Email gateway
- APIs for Integration

- **Easylib 6.4a Cloud Version- Integrated Library Management Software- (ILMS)**

## Key Features of Library Management Software



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Modules	
<b>List Of Modules</b>	
ERP - Barcode and ID cards	
ERP - Communication Module	
ERP - Dashboard(KPI) Management	
ERP - Data Quality Improvement	
ERP - Display Boards (Kiosk)	
ERP - Members (Student) Information	
ERP - My Profile	
ERP - Survey System	
Home Page (OPAC) Set Up Analytics	
Home Page (OPAC) User View	
Library - Acquisitions	
Library - Catalogue and Accessioning	
Library - Circulation	
Library - Digital Library	
Library - In Out (Visitor) Management	
Library - Own Publications	
Library - Periodicals	
Library - Reports	
Library - Setup	

Contact Info	Policies	Team	Need Software Help?
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library@indianacademy.edu.in	Ltd		info@easylibsoft.com



Fig-01 EasyLib Integrated Library Management Software

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## CATALOGUE AND ACQUISITION MODULE

The screenshot displays the 'Book Accession Register' interface. The main form is divided into several sections:

- Header:** 'Section\*' (General), 'No Of Copies - 15', 'Available - 14', 'Issued - 1'. Navigation icons and links for 'link catalogue', 'link catalogue URL', 'Item status', and 'Forward catalogue' are present.
- Search:** 'AccnNo\*' (025100) with a search button. 'Item same as Accn' (025090) and 'Type' (Book) are also visible.
- Catalogue Details:**
  - Title\*: MODERN MARKETING
  - Author(s)\*: CHETAN M R
  - Volume\*: [Empty] Series: [Empty]
  - Keywords\*: MARKETING,MODERN OFF CLEAR STOPPER
  - Subject 1: General management(658)
  - Class No\*: 658 Call No: 658.9CHE
  - Publisher: VISION BOOK HOI Pub. Place: [Empty]
- Copy Details:**
  - Vendor: HIMALAYA PUBLISHING HOUSE
  - Source: MANAGEMENT
  - Currency: Rs Rate: 1.00 Price: 235.00
  - Department: BACHELOR OF COMMERCE
  - Item Status: Accession Binding.Type: PB
  - Home Branch: [Empty]
- Additional Fields:**
  - Sub Title\*: [Empty]
  - Editor(s): [Empty]
  - Language: ENGLISH ISBN: [Empty]
  - SoftCopy: [Choose File] N...sen GET DATA FROM UNION CATALOGUE
  - Subject 2: Select subject
  - Image: [Choose File] N...sen Responsibility: [Empty]
  - Year: 2021 Edition: Enter full edition,like:frist,secon MORE
  - Bill.No: 1403 Bill.Date: 2021-Nov-17
  - Category: Issue Book
  - Cost: 235.00 Discount(%): [Empty] Net.Cost(INR): 235.00
  - Pages: 1-258 Edition\*: 1
  - Location: FF71C3 Entry Date: 2021-Nov-18
  - Current Branch: [Empty] MORE
- Actions:** + ADD + ADD MORE COPIES MODIFY MODIFY TO ALL COPIES CLEAR DELETE MARC VIEW WITHDRAW LOCK RECORD
- Footer:** Contact Info: 08067458900 9880105678 Policies Team Need Software Help? +919844081710 easylib

Fig-02 EasyLib –Accession Register

## CATALOGUE AND ACQUISITION MODULE

The Library and Information Centre deals with learning resources of various disciplines of pursuit in the college are identified through Publishers, Faculty Members and Students. The acquisition of books, journals, e-resources, databases are effectively done through the software.

## CIRCULATION MODULE

Circulation
CRCIRC HELP

Accession No: 021310 Read Clear

Member Id: 21UG0003 Read Clear

Issue Return Renewal Clear

Get Accn No/ Mem Id

Book Member

Get related info / details

Item Details Member Parameters Book Accession Members

**Item Details**

Accession No	021310
Item Type	Book
Title	PERSONALITY DEVELOPMENT
Author	NAVEEN KUMAR
Call Num	421 NAV
Category	Issue Book
Location	17A

**Member Details**

Member Id	21UG0003
Name	TENZIN LHAKPA
Profile	UG STUDENTS
Department	HUMANITIES
Course	UG 2021-2025
Branch	BA
Roll No	0
Remarks	null

Print Checked List of the Items Issued to the Member

Due
Overnight Issue
Reference Issue

<input type="checkbox"/>	Seq	Trans No	Accn No	Item type/Category	Description	Issue date	Due date	Renewed	Fine
No data available in table									

Showing 0 to 0 of 0 entries

**Contact Info**

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library@indianacademy.edu.in

**Policies**

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**Team**

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Bringing Knowledge and People Closer

Fig-03A EasyLib –Student Circulation Module

## CIRCULATION MODULE

Library and Information Centre Circulation is the function of lending library materials (books, serials, sound recordings, moving images, cartographic materials, etc. that are owned by a library) to the users of the library. Circulation includes checking out library materials to library users, renewing and borrowed items, reserving checked out items materials. Are effectively done through the Easylib software.

## OPAC (Online Public Access Catalogue)

All Search for Books, Author and More... Search Clear

**Short-Cuts**

**Physical collections** A Q M NA O

**Periodical collections** P

**Digital collections** E EBT EBC D IR L

**Others** DB F C AS

**Featured Books**

**Photo Gallery**  
IADC-A Library Gallery

**Announcements**  
Indian Academy Group of Institutions - Library Web OPAC  
Indian Academy group of Institution is happy to announce that Library Department has now came up with new WEB OPAC facility for students and staffs. Explore more..!  
<https://indianacademy.edu.in/library/>  
Start Date : 2022-01-10 End Date : 2022-01-31

**Useful Links**

- DELNET
- ProQuest
- IEEE Xplore Digital Library
- Bibliofile

Fig-04 EasyLib – OPAC (Online Public Access Catalogue):

## OPAC (Online Public Access Catalogue)

The library's catalogue of books and other reading material can be accessed through library intranet and Internet (OPAC). The library catalogue is searched by, title, author publisher, and keyword. are effectively done through the Easylib software.

## SETUP AND SECURITY

Administrative Users Of The Library Management System
SRUOLI HELP

**Set Up**

Staff of the Library

Assign Security

Security Profile

Sub System Setup

Menu Setup

Buttons Setup

Special Access

**Security Set Up**

Buttons Security

Menu Security

DashBoard Access

Global Security Settings

Add New User

Show  entries
Search:

Sl. No.	User ID	Name	Profile/Designation	Security Profile	Action
1	Admin	Admin Admin	P.G STUDENTS	Librarian	Edit Delete
2	Administrator	Admin Admin	P.G STUDENTS	Librarian	Edit Delete
3	easylibadmin	easylib admin	General Student	Librarian	Edit Delete
4	inout	Inout_User	Teaching Staff	In and Out User Profile	Edit Delete
5	db	Display Board Display Board	Teaching Staff	DisplayBoard	Edit Delete

Showing 1 to 5 of 5 entries
Previous  Next

Contact Info

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Library Automation Services

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Fig-05 EasyLib- Setup and Security Module

## SETUP AND SECURITY

Setup & Security module essential for Easy lib software to have adequate Security features, this module enables Chief Librarian to customise necessary setup and security features for the software

## ACQUISITION MODULE

The screenshot displays the 'List of Item(s) Requested' interface. At the top, there are filters for 'Department' (BACHELOR OF COMMERCE) and 'Member Id'. Below these are buttons for 'List', 'Move Selected to RFP', and 'Export'. A search bar is present with the text 'Search table data here'. A table with columns 'Req Num', 'Title', 'Authors', 'Department', 'Keywords', 'Member Id', 'Member name', and 'Copies' is visible. An 'RFP Details' modal is open, showing fields for 'RFP No', 'Department', 'Placed on' (14-Jan-2022), 'Expected Receive Date' (14-Jan-2022), 'RFP Status', and 'Remark'. At the bottom of the modal, there are buttons for 'Save', 'Delete', 'Clear', and 'Close', and a section for 'Add Selected Requisition list to selected RFP'.

Fig-06 EasyLib- Acquisition Module

## ACQUISITION MODULE

This screen allows you to enter the budget details for a particular financial period from various sources like Donation, Management, etc. This will be useful during allocation of the budget to the respective departments for the selected financial period.

## LIBRARY MEMBERSHIP MODULE

All Members Data		M					
<input type="checkbox"/>	IAGI837D	RAMA BHARATHI M	rama_physics_iadca@indianacademy.edu.in	9160822846	null	null	PHYSICS
<input type="checkbox"/>	IAGI837E	RAMA BHARATHI M	rama_physics_iadca@indianacademy.edu.in	9160822846	null	null	PHYSICS
<input type="checkbox"/>	IAGI849	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI849A	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI849B	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI849C	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI849D	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI849E	DEEPA S	deepa_bba_iadca@indianacademy.edu.in	8197496960	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI850	BHAVANI KUMARI G	bhavani_bba_iadca@indianacademy.edu.in	9886423476	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI850A	BHAVANI KUMARI G	bhavani_bba_iadca@indianacademy.edu.in	9886423476	null	null	BACHELOR OF BUSINESS ADMINISTRATION
<input type="checkbox"/>	IAGI850B	BHAVANI KUMARI G	bhavani_bba_iadca@indianacademy.edu.in	9886423476	null	null	BACHELOR OF BUSINESS ADMINISTRATION

Fig-07 EasyLib Library Membership Module

## LIBRARY MEMBERSHIP MODULE

Library Membership Enrolment for staff Members and Student. The Membership details are captured from Easylib software, primary Input student College ID and faculty / staff members employment ID

## PERIODICALS REGISTER MODULE

Periodical ID	Periodical Title
1	CURRENT SCIENCE
2	RESONANCE
3	PRAMANA
4	JOURNAL OF CHEMICALS SCIENCE
5	JOURNAL OF BIOSCIENCE
6	JOURNAL OF GENETICS
7	INTERNATIONAL JOURNAL OF BIOINFORMATICS AND BIOLOGICAL SCIENCE
8	INDIAN JOURNAL OF COMPARATIVE MICROBIOLOGY, IMMUNOLOGY AND INFECTIOUS DISEASES
9	HARVARD BUSINESS REVIEW SOUTH ASIA
10	CAPITAL MARKET

  

Periodical Id	Subscription Number	Periodical Subscription Number	Subscription from Date	Subscription to Date	No. of Copies	Pre-Termination Date	PO No.	Order Date	Currency	Rate	Price	Net Cost	Discount	Cost In Rs
1	2021	01	13 Jan 2021	13 Dec 2021	1	13 Dec 2021	489	10 Feb	Rs	1	2500.00	2500.00	null	2500.00

Fig-08 EasyLib Periodicals Register

## PERIODICALS REGISTER

The Library and Information Centre has subscribed National and International Journals, the Catalogue of all periodicals maintained done through the Easylib software like Title, Description, ISSN, Volume, Issues ,Place of Publication and Subscription details.

## IN & OUT MODULE

In / Out Register
IOIOR2 HELP

### Member In Out Entry

In
Out
Clear
GetID

**Total No. Of Today's Members/Visitors : 20**

**Total No. Of Members/Visitors IN : 11**

**Total No. of Members/Visitors OUT : 13**

### Today's Visitors List

Show  entries
Search:

Id	Name	Time-In	Time-Out	Purpose of Visit
21PG001	VENKATESHA C N	13:14:00	null	Reference
21ug0131	REHNUMA AFSHA	13:13:00	null	Reference
21ug0134	WAZEERA TAJ M	13:13:00	null	Reference
21UG0003	TENZIN LHAKPA	13:13:00	null	Reference
21ug0238	SHAKTHI ABITHA J	13:03:00	13:13:00	Reference
21ug0211	KAUSHIK SINGH M	13:03:00	13:12:00	Reference
21ug0134b	WAZEERA TAJ M	13:02:00	null	Reference

### Members Details

Member ID	21PG001
Name	VENKATESHA C N
Course	PG 2020-2022
Branch	MCOM
Department	MASTER OF COMMERCE

### Welcome...

Check in time : 1:14:00 PM
Check out time :

### Visitor Register / In Out Entry

Check in time :
Check out time :

In
Out
Clear

Fig-09 EasyLib-IN & OUT Register

## IN & OUT REGISTER MODULE

The Physical usage of Library resources by the students and staff members is captured through Easylib IN&OUT module. The entry and Exit of Library and Information Centre Users is monitored effectively.

## REGISTRATION MODULE

Library / Institution DetailsRPINDT

Registration

Institution Details Entry

Name	INDIAN ACADEMY GROUP OF INSTITUTIONS		
Address Line 1	Hennur Cross, Hennur Main Road		
Address Line 2			
City	Banagalore	Phone 1	08067458900
PIN	560043	Phone 2	9880105678
State	Karnataka	Fax	
Country	India	E-mail	library@indianacademy.edu.in
Web	www.indianacademy.edu.in	Reg#	
Librarian Name	KIRAN NANDI Chief Librarian	Principal Name	Dr.Srinidhi K. Parthasarathy Principal-IADC-A

Save Cancel

Note : If you want to edit institute name, please call to Easylib support number +919844081710

Contact Info

08067458900 9880105678

library@indianacademy.edu.in

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Fig-10 EasyLib- Registration Module

## REGISTRATION MODULE

Registration Module is an important module that deals with the information regarding your institution as well as registration details. The details should be entered here the first time the library purchases Easylib Software.

## REPORTS GENERATION MODULE

Customized Search Report(On Bookmaster)
RECSER HELP

Show  entries

Filtered total records :37868

Export Show/Hide Columns

Accession Number	Title	Title Number	Authors	Department	Publisher
000001	MANAGEMENT ACCOUNTING	000001	VINAYAGAM.N	BACHELOR OF COMMERCE	HIMALAYA PUBLISHING HOUSE
000002	MANAGEMENT ACCOUNTING	000002	RAMAN.B.S	BACHELOR OF COMMERCE	UNITED PUBLICATIONS
000003	RATHNAM'S COMPANY ACCOUNTS	000003	RATHNAM.P.V	BACHELOR OF COMMERCE	HIMALAYA PUBLISHING HOUSE
000004	COST & MANAGEMENT ACCOUNTING	000004	JAIN & NARANG	BACHELOR OF COMMERCE	KALYANI PUBLICATIONS
000005	MANAGEMENT ACCOUNTING	000005	VERMA & AGARWAL	BACHELOR OF COMMERCE	KINGS BOOKS N.DELHI
000006	FINANCIAL ACCOUNTING	000006	RAMAN.B.S	BACHELOR OF COMMERCE	UNITED PUBLISHER
000007	FINANCIAL ACCOUNTING	000006	RAMAN.B.S	BACHELOR OF COMMERCE	UNITED PUBLISHER
000008	FINANCIAL ACCOUNTING	000008	RAMAN.B.S	BACHELOR OF COMMERCE	UNITED PUBLISHER
000009	MANAGEMENT ACCOUNTING	000009	RAMAN.B.S	BACHELOR OF COMMERCE	UNITED PUBLISHERS
000010	MANAGEMENT ACCOUNTING-II	000010	SHARMA.R.K	BACHELOR OF COMMERCE	HIMALAYA PUBLISHING HOUSE
000011	COST ACCOUNTINGITHEORY PROBLEMS AND SOLUTIONS	000011	RATHNAM.P.V	BACHELOR OF COMMERCE	HIMALAYA PUBLISHING HOUSE
000012	COST ACCOUNTING :THEORY,PROBLEMS & SOLUTIONS	000012	RATHNAM.P.V	BACHELOR OF COMMERCE	HIMALAYA PUBLISHING HOUSE
000013	PRACTICAL COSTING	000013	KHANNA	BACHELOR OF COMMERCE	S.CHAND & COMPANY
000014	PRACTICAL COSTING	000014	KHANNA	BACHELOR OF COMMERCE	S.CHAND & CO,LTD
000015	MANAGEMENT ACCOUNTING	000015	SHARMA.R.K	BACHELOR OF COMMERCE	UNITED PUBLISHERS

Fig-11 EasyLib Reports Generation Module

## REPORTS GENERATION MODULE

Statistical report of resources according to the conditions and Provision of Specific data search.

## DIGITAL LIBRARY MODULE

Direct Links On Homepage			
<b>Digital Library Set Up</b> E-Resources Digital Subscriptions Manage Digital Subscriptions URL Indexing Digital Subscription Content Manager List Of Digital Content <b>Our Digital Repository</b> Catalogued Content Digital Subscriptions Direct Links On homepage Digital Subscription Search <b>Setup</b> Digital Item Type <b>EBooks</b> E-Books Entry Form E-Books Entry By Types Personal Digital Library E-Books List Search for E-Books E-Book Type Entry E-Book File Entry EBooks Import Report	Show <input type="text" value="100"/> entries	Search: <input type="text"/>	
	Sl.No	Partner Library Name	Partner Library Link
	1	Open Library	<a href="https://openlibrary.org">https://openlibrary.org</a>
	2	Directory of Open Access Books	<a href="https://www.doabooks.org/doab">https://www.doabooks.org/doab</a>
	3	McGraw Hill Indian Resources	<a href="http://mcgrawhilleducation.pdn.ipublishcentral.com">http://mcgrawhilleducation.pdn.ipublishcentral.com</a>
	4	Pearson Resources	<a href="http://lib.myilibrary.com/Login.aspx?ReturnUri=%2fBrowse.aspx">http://lib.myilibrary.com/Login.aspx?ReturnUri=%2fBrowse.aspx</a>
	5	Resources at Taylor and Francis	<a href="http://www.tandfonline.com">http://www.tandfonline.com</a>
	6	Shodhganga Inflibnet	<a href="http://shodhganga.inflibnet.ac.in">http://shodhganga.inflibnet.ac.in</a>
	7	Directory of Open Access Journals (DOAJ)	<a href="http://www.doaj.org">www.doaj.org</a>
	8	National Digital Library	<a href="http://ndli.iiitkgp.ac.in">ndli.iiitkgp.ac.in</a>
	9	Bibliofile	<a href="https://surchandrasngh162.wordpress.com">https://surchandrasngh162.wordpress.com</a>
	10	IEEE Xplore Digital Library	<a href="http://ieeexplore.ieee.org/Xplore/home.jsp">http://ieeexplore.ieee.org/Xplore/home.jsp</a>
	11	ASME e-Journals	<a href="http://asmedigitalcollection.asme.org/">http://asmedigitalcollection.asme.org/</a>
	12	Proquest	<a href="http://search.proquest.com">http://search.proquest.com</a>
	13	Knimbus	<a href="http://www.knimbus.com/user/auth.do">http://www.knimbus.com/user/auth.do</a>
	14	Kopykitab Virtual –Library	<a href="http://vtulibrary.kopykitab.com/">http://vtulibrary.kopykitab.com/</a>
	15	Springer Link	<a href="https://link.springer.com/">https://link.springer.com/</a>
	16	NetAnalytik's Sententia(Grammer/writing tool)	<a href="https://sententia.online/">https://sententia.online/</a>
	17	NPTEL:	<a href="http://www.nptel.ac.in/">www.nptel.ac.in/</a>
18	VTU	<a href="http://10.0.150.11/econtent/">http://10.0.150.11/econtent/</a>	

Fig-12 EasyLib Digital Library Module

## DIGITAL LIBRARY MODULE

### Manage Digital Subscriptions:

This screen can be accessed by going to the Digital Library menu and Manage Digital Subscriptions like electronic content databases and Library Network such as DELNET, INFLIBNET, NLIST are captured in this module.